

# REPORT / RECOMMENDATION



**To:** Park Board

**Agenda Item #:** VI.E.

**From:** Ann Kattreh  
Parks & Recreation Director

**Date:** May 13, 2014

**Subject:** 2014 Park Board Work Plan Projects

**Action** ☐

**Discussion** ☒

**Information** ☐

**Action Requested:**

Discuss status of Park Board Work Plan items.

**Information / Background:**

At the January 14, 2014 Park Board meeting, the Park Board discussed prioritization of their 2014 Work Plan. As we enter the second quarter of 2014, it would be worthwhile to discuss plans for starting, delaying and/or prioritizing Park Board work plan items that have not started.

**Attachments:**

Park Board 2014 Annual Work Plan  
Park Board Minutes – January 14, 2014



## Park Board 2014 Annual Work Plan

2014 Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Strategic planning with a comprehensive needs assessment	December 2014	\$60,000	Director, Assistant Director, Enterprise Managers, Recreation Supervisors, Administrative Support Staff, Public Works Director	
<b>Park Board Duties:</b> Serve on working groups and subcommittees with consultants, staff and residents to evaluate City needs to identify, prioritize and develop a plan to address strategic uses relating to policies, facilities, programming and financial and personnel resources. A subcommittee has already been established including Members Deeds, Cella, Steel, Segreto and Jones. \$60,000 is budgeted in the 2013 CIP. At the completion, the Park Board will provide review and comment on the strategic plan. The City Council will have the final approval of the strategic plan.				
<b>Progress Report:</b>				

2014 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Arneson Acres Master Plan	December 2014	\$35,000	Director, Assistant Director & Horticulturist.	
<b>Park Board Duties:</b> Select a working group, working group chair and a consultant. Assess needs and work with consultant to develop a master plan for Arneson Acres Park. At the completion, the Park Board will provide review and comment on the proposed master plan. The City Council will have the final approval of this project. Park Board members: Ellen Jones, Louise Segreto and Joseph Hulbert				
<b>Progress Report:</b>				

2014 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Cost Recovery Goals for Enterprise Facilities	December 2014	0	Enterprise Managers, Director and Assistant Director	
<b>Park Board Duties:</b> Form a subcommittee to review enterprise facility budgets and business plans and programming and the overarching department goals determined by the strategic planning process in order to reevaluate enterprise classifications and to set cost recovery goals. The committee will present findings to the Park Board for review and comment regarding cost recovery goals and criteria for classification as an enterprise. Park Board member: Dan Peterson				
<b>Progress Report:</b>				

2014 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Barrier Free Replacement Playground Equipment – Wooddale Park	December 2014	\$200,000	Director and Assistant Director, Public Works Director	
<b>Park Board Duties:</b> Select members of the Park Board to serve on a working group to design a barrier free playground at Wooddale Park. This project is contingent on residents in the neighborhood raising 50% of the funds needed for this replacement. Staff will apply for grants and \$100,000 has been allocated in the 2014 CIP. Park Board will be asked to review and comment on design, and conduct a standard public process. The City Council will have the final approval of this project. Park Board member(s):				
<b>Progress Report:</b>				

2014 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Athletic Field Renovation – Pamela Park	May 2014	\$10,000	Director, Assistant Director, Recreation Supervisor and Public Works Director	
<b>Park Board Duties:</b> Park Board will review and comment on potential athletic field renovations at Pamela Park. If completed, this project would be done in conjunction with the Sports Dome project. The City Council will have the final approval of this project.				
<b>Progress Report:</b>				

2014 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Green Initiatives	December 2014	0	Director, Assistant Director and Public Works Director	
<b>Park Board Duties:</b> Park Board will select members and establish a subcommittee or working group to study green initiatives for the parks and the enterprise operations. The subcommittee/working group will present recommendations to the Park Board for their approval. This aligns with the Energy and Environment Commission's work plan goal to promote sustainability in city operations. Park Board member: Ellen Jones				
<b>Progress Report:</b>				

2014 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Fundraising for Parks and Recreation Department	December 2014	0	Director, Assistant Director and Recreation Supervisors	
<b>Park Board Duties:</b> Park Board will establish a subcommittee to study fundraising opportunities for the Parks and Recreation Department. The committee will present recommendations to the Park Board for their approval. Park Board member: Ellen Jones				
<b>Progress Report:</b>				

2014 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Urban Forest Task Force Report	December 2014	0	Director or Assistant Director	
<b>Park Board Duties:</b> Park Board will establish a subcommittee to study the Urban Forest Task Force Report. The Park Board will hear recommendations provided by the EEC, decide which recommendations to implement and adopt a plan to phase in selected recommendations.. Park Board member:				
<b>Progress Report:</b>				

Ongoing Responsibilities
<ul style="list-style-type: none"> <li>• Capital Improvement Plan</li> <li>• Fees and Charges</li> <li>• Election of Officers</li> <li>• 2015 Park Board Work Plan</li> </ul>

### Ongoing Initiatives

- Edina Veteran's Memorial
- Community Garden
- Off-Leash Dog Areas

### Other Work Plan Ideas Considered for Current Year or Future Years

Cooperative Agreement with School District for use, upgrade and maintenance of Creek Valley Park athletic fields and Cornelia School Park athletic fields.

2014-2015

**Proposed Month for Joint Work Session:**

**Staff Comments:**

**Council Comments:**

**MINUTES  
OF THE REGULAR MEETING OF THE  
EDINA PARK BOARD  
HELD AT CITY HALL  
January 14, 2014  
7:00 PM**

**I. CALL TO ORDER**

Chair Steel called the meeting to order at 7:02 p.m.

**II. ROLL CALL**

Answering roll call were Members Segreto, Deeds, Steel, Cella, Jacobson, Gieseke, Jones.

Student Members present: Good, Johnson.

**III. APPROVAL OF MEETING AGENDA**

Member Segreto made a motion, seconded by Member Gieseke, to approve the meeting agenda.

Ayes: Members Segreto, Deeds, Steel, Cella, Jacobson, Gieseke, Jones.

Motion carried.

**IV. ADOPTION OF CONSENT AGENDA**

Member Cella made a motion, seconded by Member Gieseke, to approve the consent agenda as follows:

**IV.A. Approval of Minutes – Regular Park Board Meeting of November 12, 2013**

Ayes: Members Segreto, Deeds, Steel, Cella, Jacobson, Gieseke, Jones.

Motion carried.

**V. COMMUNITY COMMENT**

None.

**VI. REPORTS/RECOMMENDATIONS**

**VI.A. Veteran's Memorial Update**

Ms. Kattreh introduced Kristin Aarsvold, Recreation Supervisor, and Richard Olson, Chair of the Veteran's Memorial Committee.

Ms. Aarsvold provided an overview of the history of the Veteran's Memorial Committee and noted that a contract has recently been signed with Elliot Design Build, an Edina firm who will also be providing some in-kind services in support of the memorial. Work has begun, and the goal is to have the opening ceremony in November 2014.

In response to a question by Member Deeds, Ms. Aarsvold explained the budget remains at \$400,000.

Mr. Olson explained further details about the budget, indicating the significant in-kind contributions which will significantly help that budget.

Members Cella and Gieseke asked whether any money was paid to another artist.

Ms. Aarsvold indicated \$3,800 was paid to an artist in New York for a maquette. It was agreed to part ways with the artist and move on. She indicated there has been a learning curve in this process. It was

challenging to find the right people to delegate tasks to, but now that they are in place, there is much more energy in the committee.

Ms. Aarsvold explained the goal is to have all of the donations and funds in place by May 1, at which point they will be presented to the City Council for approval. That would allow for ground breaking shortly thereafter.

Member Jones asked about the sculpture itself. Ms. Aarsvold indicated the sculpture will be in line with the design concept already approved by the Park Board. She invited anyone to attend the meeting on Friday morning where more details will be given.

Ms. Jones stated she is a little uncomfortable approving this, not knowing what the actual sculpture will look like. Ms. Aarsvold indicated the committee members have worked extremely hard on the design over the past four years; she believes they want to stay with the eagle and the wreath and are committed to a very beautiful sculpture.

Chair Steel indicated a good way for Park Board members to weigh in in the meantime will be to attend the Veteran's Memorial Committee Friday morning.

Member Segreto noted the City Council will look at the final design, and so she is comfortable with their final approval.

Ms. Kattreh indicated once the artist is selected, and the design is ready, the design of the eagle will be a focal point for the fundraising campaign. So the eagle will be a very public part of this process.

Ms. Kattreh recalled the artist design contest, where a New York artist won the contest. Subsequently the committee looked at reducing costs, the first of which was to find a local artist who can best match the design that was approved.

#### **VI.B. 2014 Work Plan**

Ms. Kattreh asked for feedback from the Park Board on the priorities of the Work Plan. She noted work has begun on the strategic plan, but more work is needed early on in the year.

Member Jacobson asked to join the subcommittee.

Ms. Kattreh noted she would like staff to complete an inventory of the park system as well as an RFP for a potential consultant. The strategic plan is important, though it will be challenging with the heavy construction load in 2014.

Member Deeds suggested selecting some peer and aspirational cities both locally and nationally to help set guidelines and planning. Ms. Kattreh concurred.

Ms. Kattreh provided an update on the Arneson Acres Master Plan, noting staff is working with the Edina Garden Council, and plans are underway to hire a consultant for this plan. Ms. Kattreh explained the donors are interested in moving things along sooner rather than later.

Member Deeds asked whether it makes more sense to place a moratorium on any changes to Arneson Acres, while the overall strategic plan is developed.

Ms. Kattreh noted part of the Garden Council's concern is ensuring that the original vision of the donors is preserved, that it be a botanical garden.

Member Segreto asked whether planning efforts can be put into Arneson Acres so their interests are not overtaken by the interests of golf and athletic fields.

Member Cella agreed with Member Deeds that moving forward with an overall master park plan for Edina rather than carving out little pieces of the plan first.

Member Segreto agreed about the process, while noting an overall plan does not lend itself to diversity in the parks.

It was agreed the gifting documents for Arneson Acres need to be reviewed before proceeding.

Ms. Kattreh reviewed cost recovery goals for enterprise facilities. She noted staff is wrapping up 2013 budgets right now. She would like to review this item during the summer of 2014 to provide staff adequate time to work on business plans for the next year.

Chair Steel indicated that those serving on the strategic planning subcommittee should serve in this area too.

Members Deeds, Steel, Segreto, and Jones asked to be included in this group.

Ms. Kattreh brought up the next item of replacing playground equipment at Wooddale Park. She noted it is not a high priority for Park Board involvement, but she and Ms. Faus will continue communicating with the resident who was interested in fundraising.

Ms. Kattreh briefly mentioned athletic field at Pamela Park, where work is already underway. There will be a working group for the shelter building at Pamela. The artificial field may be ready to play on in September.

Ms. Kattreh asked about the Park Board's priority for Green Initiatives.

Chair Steel indicated all extra resources should be dumped into master planning right now.

The board decided to reach out to the Energy and Environment Commission to find out more about their current initiatives, as well as to approach the strategic planning table through the lens of Green Initiatives.

Member Gieseke asked how boards typically exchange information. Ms. Kattreh responded there is a "typical" way of exchanging information; it could happen through conversations between staff or members, a joint meeting, or a report at the meeting.

Member Deeds commented a lot of these secondary issues will tie into the strategic planning process, as there will be a lot of data-gathering on the front end.

Member Deeds asked about the School Board's relationship with the Parks Department and the City.

Member Cella stated it is something the School Board is very interested in partnerships, though there are several other ongoing studies at the School District.

Ms. Kattreh noted staff meets regularly with the School District, and they know the city is interested in more partnerships.

**VI.C. 2014 Park Board Meeting Calendar**

Ms. Kattreh noted that in 2014 a few Park Board meetings have been moved to Monday, so she wanted to point those out for advance planning for the members.

**VII. CORRESPONDENCE AND PETITIONS**

None.

**VIII. CHAIR AND BOARD MEMBER COMMENTS**

Chair Steel thanked Joseph Hulbert and Dan Peterson for their service on the Park Board.

Ms. Kattreh also expressed appreciation for their service during the last six years.

**IX. STAFF COMMENTS**

Ms. Kattreh made the following comments: February 18 has been designated as the joint Park Board work session with the City Council. The plan is for Ms. Kattreh to make a presentation to the City Council at 5 p.m. regarding naming and donations. The work session will begin at 6 p.m. This past weekend was the Winter Ice Festival as well as the Quinn's Cup, both of which were successful. Staff continues to work on the Sports Dome, and designs are underway for Pamela Park. A significant study is underway at Braemar Golf, and a public meeting will be held January 30 to discuss the future of Fred Richards Golf Course. Golf revenues were about \$460,000 off for 2013. The sign-up process is underway for the Community Garden.

**X. ADJOURNMENT**

**Chair Steel made a motion, seconded by Member Deeds, to adjourn the meeting at 8:24 p.m.**

Ayes: Members Segreto, Deeds, Steel, Cella, Jacobson, Gieseke, Jones.

Motion carried.

The meeting adjourned at 8:24 p.m.